

HCPL DISPLAY CASE RESERVATION INSTRUCTIONS

1. Review the Display Case Guidelines.

2. Complete the Reservation Form and submit it to the Service Desk.

- The Service Desk staff can check availability of the cases for you.

3. The Administrative Assistant will review your request and let you know if it was approved or denied within 5 business days.

4. Set up your display during the designated month.

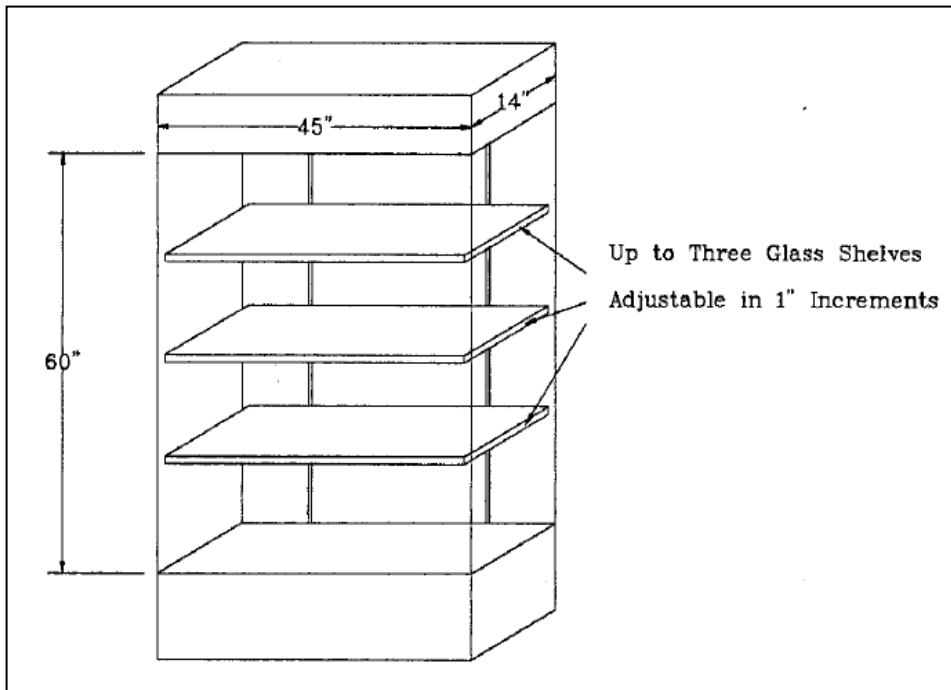
- Display can be set up on or after the first business day of the month.
- Check in at the Service Desk to pick up the key; Return the key to the desk when you are finished.
- Pins, staples, or tape may not be used to attach materials to the display case sides.
- If all 3 glass shelves are not needed, you may place the extra shelf on the bottom of the case and the brackets on top of the case.

5. Break down your display by the last business day of the month.

- Check in at the Service Desk to pick up the key; Return the key to the desk when you are finished.

6. Questions?

- Contact **Jennifer Miller** at jmiller@hendersoncountync.gov or 828-697-4725, ext. 2300.
- If, for any reason, you need to cancel your reservation, or you are unable to remove your display by the end of the month, please let Jennifer know ASAP.



Main Library Operational Hours:

Mon – Thu 9am-7pm

Fri & Sat 9am-5pm

*Schedule may vary due to holidays/inclement weather

*Display case key must be returned to the Service Desk no later than 30 minutes prior to closing time



Henderson County Public Library Display Case Guidelines

In keeping with its mission to engage the community through experiences and services that educate minds and enrich lives, the Library provides exhibit space in several display cases.

Qualifications for Use: All not-for-profit community groups, charitable institutions, government-funded institutions and private individuals have equal access to the display cases.

The Library has the right to review the materials before the exhibit is set up. The Library will not accept displays which are judged illegal, offensive or inappropriate for a public library setting. Displays that promote discrimination against persons or groups will be refused. Displays may not be for the solicitation of business or for profit. Religious proselytizing and partisan political recruitment are similarly prohibited. Displays must be judged attractive and informative. Failure to meet these guidelines may result in removal of the display if not corrected within two working days.

The Library does not accept responsibility for ensuring that all points of view are represented in any single display. Granting of permission to display materials does not imply Library endorsement of content; nor will the Library accept responsibility for the accuracy of statements made in displays. The Library endeavors to present a broad array of opinions and a variety of viewpoints. Those who object to or disagree with the content of any exhibit are entitled to submit their own exhibits, which will be reviewed in accordance with this policy.

Liability: The Library assumes no responsibility for theft, loss, damage or destruction of items on display.

Setting up the Display: The Library staff will not provide assistance in setting up or taking down displays. The Library will not provide supplies for the display. Exhibitors will display in a manner that does not damage the display cases. Pins, staples, or tape may not be used to attach materials to, or hang items from, the display case sides. The name of the group or individual responsible for the display must be a part of the display.

Taking Down the Display: The display must be taken down on the last day of the reserved time period and items must be removed from the library. If items have not been removed at the end of the display period and every attempt has been made to contact the group, library staff has the right to empty the case. Please note the library will not store display items indefinitely.

Reserving the Display Case: Requests for use of the display cases shall be submitted to the Secretary using the Display Case Reservation Request Form. Content of the display must have the approval of a library administrator. A single group or individual may request up to 2 one-month displays in a twelve-month period. Depending on demand, the Library cannot guarantee that all requests will be fulfilled. The Library reserves the right to cancel a scheduled display if the space is required for library purposes.



Display Case Reservation Request Form

Name of person responsible for the display (Must be 18 years or over):

Name of organization represented by display:

Contact Phone: _____ Email: _____

Contact Address:

Patrons often ask for contact information for the persons responsible for the display. May we provide your name and phone number to patrons who ask?

YES _____ NO _____

Description of proposed display:

Dates requested for display: _____

I have read and agree to abide by the Library's Display Case Guidelines:

Signature: _____ Date: _____

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To be completed by Library Representative

Dates for the exhibit approved: _____

Display approved by: _____